



# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



**Critical  
Design  
Review**  
Version 5.6.0

*Update WAWF for Look & Feel of  
Portal*

DR\_Portal

**Change History Status since PDR**

Slide #	Description
6	Added screen for the Notice Page
7	Added screen for the Login/Home Page
8	Updated to include MIPR
9	Updated to show registration process for WAWF, IUID, EDA and MIPR
10	Updated the slide to include Citizenship and Annual Information Awareness Training Date
11	Added slide to display the information required for different user types.
14	Updated slide for Vendor to include Company Information
17	Updated the slide to display myInvoice and MIPR
19	Added slide to display registration for IUID Admin role
20	Added slide to display IUID roles
21	Updated the slide to limit IUID role selection to one role

**Change History Status since PDR**

Slide #	Description
22-24	Added slides to display EDA registration process
25-26	Added slides to display MIPR registration process
27	Updated the role summary page to display summary view for EDA, WAWF, IUID & MIPR roles
30-31	Added slides to display functionality for inactive users.
33-34	Updated the slide to display 'Approve/Reject' options
35-36	Added slide to display approve/reject page for Security Officer's
38	Updated the slide to include IUID Help and IUID GAM
39	Deleted this slide since this is covered in slide 7
40	Updated the slide for Portal Landing Page
42-43	These slides contains information about existing users in Wide Area Workflow.`
45	Added questions regarding fields on the 2875.
48 - 67	Updated the database slides



# Customer Intent

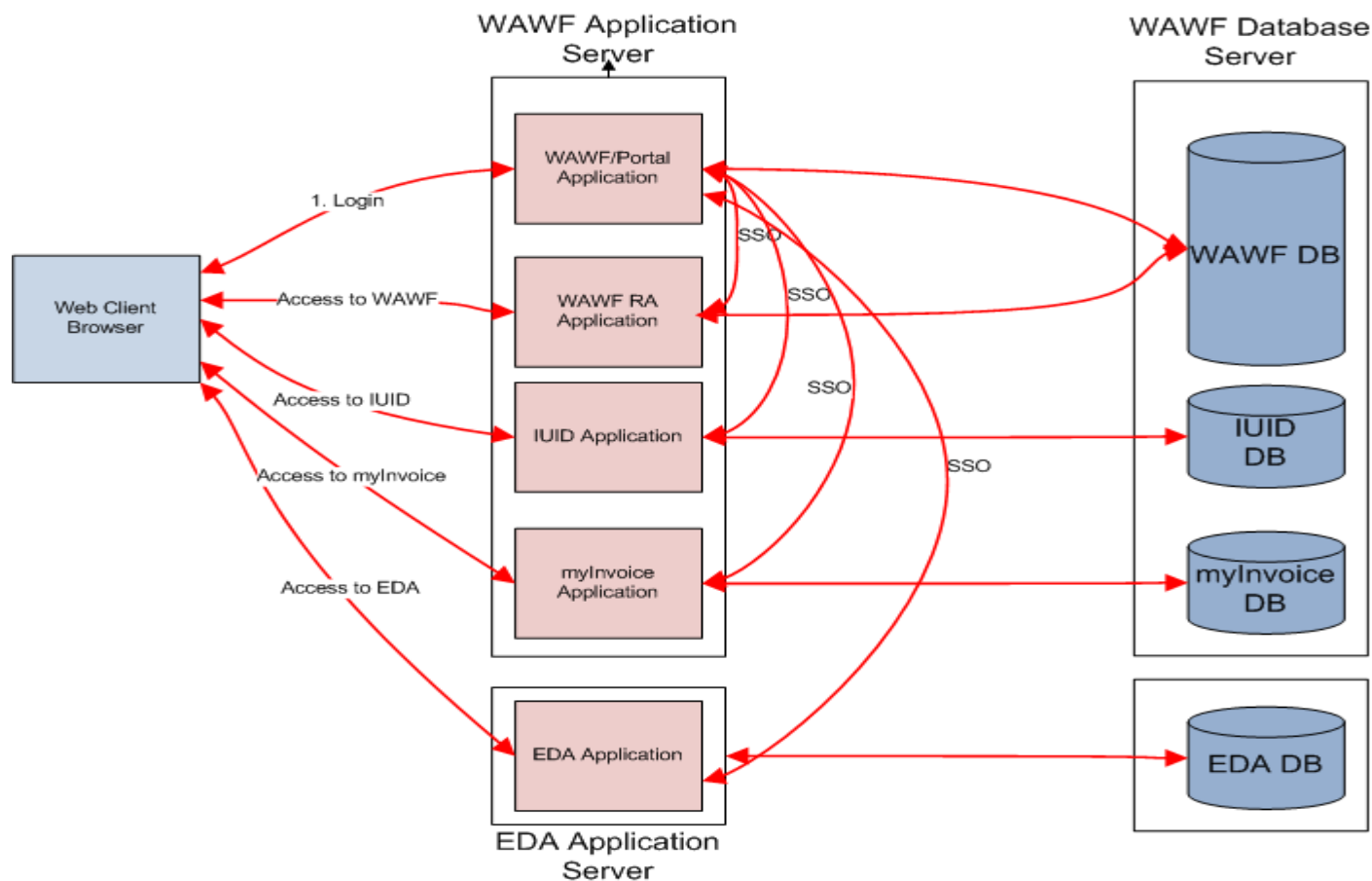
**What we believe was requested:**

## **WAWF Changes**

- Design and develop a WAWF front end that has a portal appearance
- Handle all registration for the different applications in a seamless process.



# Wide Area Workflow e-Business



SSO – Single Sign On



## Web Change – Notice Page



**WideAreaWorkFlow**  
*e-Business*  
Version 5.6.0

The application title will be  
'Wide Area Workflow e-  
Business'

## Privacy Statement

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications occurring on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

## WARNING!

Please DO NOT use the browser BACK BUTTON within the WAWF application, the use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms. Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the WAWF application. The security accreditation level of this site is Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system..


Accept

User clicks 'Accept'

Security and Privacy



## Web Change – Home Page



# WideAreaWorkFlow e-Business

Version 5.6.0

[Register](#) [Help/Training](#)

### Certificate Login

 [Login](#)

### User ID Login

**User ID**

**Password**

 [Login](#)

[Forgot your Password?](#) [Forgot your User ID?](#)

### System Messages

**(2012-SEP-14) System:WAWF Subject: Availability Action Required! Critical! Message For: All Users**  
WAWF will be unavailable all day Saturday March scheduled maintenance. Please plan accordingly.

**(2012-SEP-13) System:EDA Subject: Outage Message For: All Users**  
Please note that effective 1/21/11 all individual requesting DFAS Pay Office View Only DODAACS that do not have a DD2875 attached to their profile will automatically be archived.

**(2012-SEP-12) System:EDA Subject: Restored Message For: All Users**  
Electronic Document Access (EDA) will be unavailable beginning Friday, March 2 at 2200 MT. EDA should be restored by Monday, March 5 at 0600 MT. EDA pre-population will not be available to WAWF users during this scheduled downtime. Users will still be able to create documents but will have to manually enter data rather than utilizing the pre-population functionality.

### User clicks 'Register'


### Quick Links

- Security and Privacy
- Accessibility
- Government Support
- Vendor Support
- FAQ
- Site Index

### Help

- Web Based Training
- Machine Setup
- Group Administrator Lookup
- DoDAACs & Roles in WAWF
- CAGEs/Contractor DoDAACs & Roles

### WAWF Mobile

-  Apple App Store
-  Google Play
-  Blackberry





## Registration - Application

WideAreaWorkflow  
e-Business

[Registration Home](#) / [Profile](#) / [Authentication](#) / [Roles](#)

What is your User Type? \*

Government

What systems will you be using? \*

☐ WAWF - Wide Area Workflow

☐ CORT - Contracting Officer Representative Tracking Tool

☐ IUID Registry

☐ MIPR - Military Interdepartmental Purchase Request

☐ myInvoice

Select this to register for myInvoice, MIPR and IUID Registry.

Note: a vendor will automatically be registered for myInvoice if they register for WAWF.

**Which government roles need myInvoice access?**

NOTE: The registration screen shots and flow shown in the following slides is designed after the BRS system used in the IUID Registry.

**NOTE: The current WAWF registration process will be changed to handle automation of Form 2875.**





# Registration – Selecting WAWF & IUID

## Design Review

WideAreaWorkFlow  
e-Business

[Registration Home](#) / [Profile](#) / [Authentication](#) / [Roles](#)

What is your User Type? \*

Government

This presentation will show you the government registration process for the WAWF, IUID Registry, myInvoice, MIPR and EDA.

What systems will you be using? \*

☒ WAWF - Wide Area Workflow

☐ CORT - Contracting Officer Representative Tracking Tool

☒ IUID Registry

☒ MIPR - Military Interdepartmental Purchase Request

☒ EDA - Electronic Document Access

☐ MRS - Business Intelligence Tool

☒ myInvoice

How will you be accessing these systems? \*

Common Access Card

Government and Support Contractor are required to use CAC Card for access. Vendor can use CAC, Software Cert or UserID/Password.

Click  
'Next' to  
go to the  
Profile  
page

Next

Previous

Help



## Registration – User Profile

WideAreaWorkFlow  
e-Business[Registration Home](#) / [Profile](#) / [Authentication](#) / [Roles](#)

## User Profile

First Name \*

Middle Name

Last Name \*

Organization \*

Title \*

Citizenship \*

Email \*

Confirm Email \*

Commercial Tel

Extension

Rank/Grade

Government/Government Support Contractor will be required to enter Citizenship, Designation and Annual Information Awareness Training Date.

DSN Telephone

Designation \*

Annual Information Awareness Training Date \*

Next

Previous

Help



## Registration- Profile Information

The following table shows the type of information required for Vendor, Government and Government Support Contractor.

	Supervis or	Company	Agency	Security Officer	Sponsor
Vendor	Optional	Required	N/A	N/A	N/A
Government Support Contract or	N/A	Required	N/A	Required	Required
Government	Required	N/A	Required	Required	<b>N/A</b>

**N/A** - Not Applicable



## Registration – Government User

WideAreaWorkFlow  
e-Business

[Registration Home](#) / [User Profile](#) / [Supervisor](#) / [Authentication](#) / [Security Question](#) / [Role](#) / [Agreement](#)

### Supervisor Information

<b>First Name *</b>	<b>Phone *</b>	<b>Email *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Last Name *</b>	<b>DSN Phone *</b>	<b>ConfirmEmail *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Title *</b>		
<input type="text"/>		

### Agency Information

<b>Name *</b>	<b>Address *</b>	<b>Zip/Postal Code *</b>
<input type="text" value="Advisory Council on Historic Preservation"/>	<input type="text"/>	<input type="text"/>
<b>Official Symbol</b>	<b>City *</b>	<b>Country *</b>
<input type="text"/>	<input type="text"/>	<input type="text" value="AFGHANISTAN"/>
<b>Organization</b>	<b>State/Province *</b>	
<input type="text"/>	<input type="text" value="Choose a State/Province..."/>	

### Security Information

The access you are requesting will require the email address of a security representative who, be, please contact your Human Resources/Management for this information.

<b>Security Email *</b>
<input type="text"/>
<b>Confirm Security Email *</b>
<input type="text"/>

[Next](#) [Previous](#) [Help](#)

Supervisor, Agency and Security Information is required for Government Employee.



# Registration- Government Support Contractor

Design Review

**WideAreaWorkFlow**  
e-Business

[Registration Home](#) / [Profile](#) / [Sponsor](#) / [Authentication](#) / [Security Question](#) / [Role](#) / [Agreement](#)

### Sponsor Information

<b>Agency *</b> <input type="text" value="Please Choose an Agency..."/>	<b>Confirm POC Email *</b> <input type="text"/>	<b>Sponsor City *</b> <input type="text"/>
<b>Office Symbol</b> <input type="text"/>	<b>POC Phone *</b> <input type="text"/>	<b>Sponsor State/Province *</b> <input type="text" value="Choose a State/Province..."/>
<b>Organization</b> <input type="text"/>	<b>POC Fax *</b> <input type="text"/>	<b>Sponsor Zip/Postal Code *</b> <input type="text"/>
<b>POC First Name *</b> <input type="text"/>	<b>POC DSN Phone *</b> <input type="text"/>	<b>Sponsor Country *</b> <input type="text" value="UNITED STATES"/>
<b>POC Last Name *</b> <input type="text"/>	<b>POC DSN Fax *</b> <input type="text"/>	<b>Contract Number *</b> <input type="text"/>
<b>POC Email *</b> <input type="text"/>	<b>Sponsor Address *</b> <input type="text"/>	<b>Contract Expiration Date *</b> <input type="text"/>

### Company Information

<b>Name *</b> <input type="text"/>	<b>City *</b> <input type="text"/>	<b>Zip/Postal Code *</b> <input type="text"/>
<b>Address</b> <input type="text"/>	<b>State/Province *</b> <input type="text" value="Choose a State/Province..."/>	<b>Country *</b> <input type="text" value="UNITED STATES"/>

### Security Information

The access you are requesting will require the email address of a security representative be, please contract your Human Resources/Management for this information.

**Security Email \***

**Confirm Security Email \***

Sponsor, Company and Security Information is required for Government Support Contractor.



## Registration – Vendor

**WideAreaWorkFlow**  
e-Business

Registration Home / Profile / Company / Authentication / Security Question / Role / Agreement

**Company Information**

<b>Name *</b>	<b>City *</b>	<b>Zip/Postal Code *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<b>State/Province *</b>	<b>Country *</b>
<input type="text"/>	Choose a State/Province... <input type="button" value="v"/>	UNITED STATES <input type="button" value="v"/>

**Supervisor Information**

<b>First Name</b>	<b>Phone</b>	<b>Email</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Last Name</b>	<b>DSN Phone</b>	<b>ConfirmEmail</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Title</b>		
<input type="text"/>		

Next Previous Help

Company Information is required for Vendor. Supervisor information is optional.



## Registration – Authentication

[Registration Home](#) / [Profile](#) / [Authentication](#) / [Security Question](#) / [Role](#) / [Agreement](#)

### Authentication

User ID \*

Password \*

Confirm Password \*

User ID Rules

- Minimum 8 characters
- May contain ONLY the following special characters ~ ! # \$ \_ { }
- May NOT contain spaces.
- Must not already be registered in WAWF.

Password Rules

- Minimum 15 characters
- Must contain at least 1 capital letter
- Must contain at least 1 lower case letter
- Must contain at least 1 number
- Must contain at least 1 special character
- Entered passwords must not be the same

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Authentication type can be User ID/Password, Software Certificate or CAC Card.

CAC Card is mandatory for Government & Government Support Contractor.





## Registration – Security Questions

[Registration Home](#) / [Profile](#) / [Authentication](#) / [Security Question](#) / [Role](#) / [Agreement](#)

Answers might be obtained via googling, blogs, personal websites, genealogy charts, online social networks (facebook, myspace, etc), high school website, picture sites (flickr, photobucket, shutterfly), online phone books, reverse phone look-ups, and other online resources. WAWF suggests picking unique security questions/answers which cannot be looked up via the aforementioned means.

### Security Question 1

#### Question

What is your pet's name? ▼

#### Answer \*

#### Confirm Answer \*

### Security Question 2

### Security Question 3

[Next](#)[Previous](#)[Help](#)



## Registration - Role

WideAreaWorkFlow  
e-Business[Registration Home](#) / [Profile](#) / [Authentication](#) / [Security Question](#) / [Role](#) / [Agreement](#)

## WAWF

- + Government User Roles
- + Administrative User Roles

Click on this link to add WAWF role.

## IUID Registry

- + Government User Roles
- + Administrative User Roles

Click on this link to add IUID Registry role.

## EDA

- + Government User Roles

Click on this link to add EDA role.

## MIPR

- + Government User Roles
- + Administrative User Roles

Click on this link to add MIPR role.

## myInvoice

[Government User - Selected](#)

Government user does NOT require location code for myInvoice.

## Justification

Justification for all the selected applications.



# Registration – Add WAWF Role

[Registration Home](#) / [Profile](#) / [Authentication](#) / [Security Question](#) / [Role](#) / [Agreement](#)

## WAWF Role

**Role \***

Acceptor ▼

**Location Code Type \***

DoDAAC ▼

**Location Code \***

**Extension**

**Comment**

**Attachment**

No file chosen



## Registration – Add IUID Administrative Role

WideAreaWorkFlow  
e-Business

[Registration Home](#) / [Profile](#) / [Authentication](#) / [Security Question](#) / [Role](#) / [Agreement](#)

IUID - Administrative Role

**Role \***

IUID Help Administrator  
IUID Help Administrator  
IUID Group Administrator

**Comment**

**Attachment**

No file chosen

Two new roles will be added to handle IUID user registration –

- IUID Help Administrator
- IUID Group Administrator



## Registration – Add IUID Role

The following table shows which type of roles are allowed for Vendor, Government and Government Support Contractor.

Role	Vendor	Government	Government Support Contractor
General Purpose API	Allowed	Allowed	Allowed
Common Access API	Allowed	Allowed	Allowed
Inquiry	N/A	Allowed	Allowed
Legacy Submitter	N/A	Allowed	Allowed
Contractor	Allowed	N/A	N/A



## Registration – Add IUID Role

**WideAreaWorkFlow**  
e-Business

[Registration Home](#) / [Profile](#) / [Authentication](#) / [Security Question](#) / [Role](#) / [Agreement](#)

### IUID Role

☐ [Common Access APIs](#)

This access allows users to create a system to system interface with the IUID Registry which will allow them to query specific data in the IUID Registry (verification, validation, retrieval).

☐ [General Purpose APIs](#)

This access allows government users to create a system to system interface with the IUID Registry which will allow them to query all data.

☐ [Inquiry](#)

VIEW ONLY access to the IUID registry for uniformed military, DOD civilian employees, and DOD-sponsored Contractors

☐ [Legacy Submitter](#)

UII input and maintenance access to the IUID registry for uniformed military, DOD civilian employees, and DOD-sponsored Contractors

BRS only allows user to choose one role, do we need to allow user to select multiple roles?



## Registration – Add EDA Role

**WideAreaWorkFlow**  
e-Business

Registration Home / Profile / Authentication / Security Question / Role / Agreement

### EDA Role

**Command / Service / Agency**  
Type in Command/Service/Agency and click on 'Search' to select the correct Command/Service/Agency.

### Access To

<input type="checkbox"/> Contracts	<input type="checkbox"/> Gov. Transportation Req. (GTRs)	<input type="checkbox"/> Vouchers - All
<input type="checkbox"/> Vouchers - Accounting	<input type="checkbox"/> Vouchers - Travel	<input type="checkbox"/> Vouchers - Military Pay
<input type="checkbox"/> Vouchers - Commercial Pay	<input type="checkbox"/> DD1716s	
<input type="checkbox"/> Personal Property GBLs	<input type="checkbox"/> Non-Autom	
<input type="checkbox"/> Signature Cards (DD577)	<input type="checkbox"/> Warrants	
<input type="checkbox"/> Contract Pay Documents	<input type="checkbox"/> Vendor Pay	

### Special Roles

### Comments

To populate Command/Service/Agency, user will need click on 'Search' button.

Note: Supervisor information is no longer captured at the EDA role level since it is now captured for all the government users.





## Registration - EDA - Command/Service/Agency

WideAreaWorkFlow  
e-Business

Registration Home / Profile / Authentication

EDA Role

**Command / Service / Agency**  
Type in Command/Service/Agency and

ARMY

**Access To**

- ☐ Contracts
- ☐ Vouchers - Accounting
- ☐ Vouchers - Commercial Pay
- ☐ Personal Property GBLs
- ☐ Signature Cards (DD577)
- ☐ Contract Pay Documents
- ☐ Gov. Transportation Req. (GTRs)
- ☐ Vouchers - Travel
- ☐ DD17
- ☐ Non-A
- ☐ Warrants
- ☐ Vendor Pay Documents
- ☐ Vouchers - All
- ☐ Vouchers - Military Pay
- ☐ MFRS

**Special Roles**

**Comments**

**Attachment**  
Choose File No file chosen

**Command / Service / Agency**

Please select applicable Command/Service/Agency

- US Army\Army Contracting\ACA, ARCENT\DABM03 - Headquarters, Third USArmy/ARCENT
- US Army\Army Contracting\ACA, ARCENT\DABM06 - USA Central Command - Kuwait
- US Army\Army Contracting\ACA, ARCENT\DABM09 - USA Central Command - Qatar

Click on the applicable Command/Service/Agency.



# Registration – EDA – Capturing Additional Information

WideAreaWorkFlow e-Business

Registration Home / Profile / Authentication / Security Question / Role / Agreement

EDA Role

**Command / Service / Agency**  
Type in Command/Service/Agency and click on 'Search' to select the correct Command/Service/Agency.

US Army\Army Contracting\ACA, ARCENT\DABM09 - USA Central Command - Qatar QSearch

**Access To**

- ☐ Contracts
- ☐ Vouchers - Accounting
- ☐ Vouchers - Commercial Pay
- ☐ Personal Property GBLs
- ☐ Signature Cards (DD577)
- ☒ Contract Pay Documents Edit

**Special Roles**

**Comments**

Save Cancel

**Contract Pay Site**

Contract Pay Site	Action
Cleveland	<a href="#">Edit</a> <a href="#">Delete</a>
Columbus	<a href="#">Edit</a> <a href="#">Delete</a>

Kansas City ▼ + Add Location QSearch

Save Cancel Close

A modal dialogue will popup to capture any additional information.



## Registration – Add MIPR Role

The following table shows which type of roles are allowed for Government and Government Support Contractor.

Role	Government	Government Support Contractor
PR Admin	Allowed	Allowed
PR Initiator	Allowed	Allowed
PR Submitter	Allowed	N/A
PR FM Reviewer	Allowed	Allowed
PR Financial Manager	Allowed	N/A
PR Submission Approver	Allowed	N/A
PR Acceptor Reviewer	Allowed	Allowed
PR Acceptor	Allowed	N/A
PR View Only	N/A	N/A



## Registration – Add MIPR Role

WideAreaWorkFlow  
e-Business[Registration Home](#) / [Profile](#) / [Authentication](#) / [Security Question](#) / [Role](#) / [Agreement](#)

## MIPR Role

Role \*

PR Initiator



Location Code Type \*

DoDAAC



Location Code \*

Comment

Attachment

Choose File

No file chosen

Location Code  
Extension is not allowed  
for MIPR

Save

Cancel

Help



# Registration - Role Summary - After adding all the roles

Design Review

**WideAreaWorkFlow**  
e-Business

Registration Home / Profile / Authentication / Security Question / Role / Agreement

**WAWF**

**+ Government User Roles**

Role	Location Code	Extension	Action
Acceptor	FU4417	JAXW	<a href="#">Edit</a> <a href="#">Delete</a>
Inspector	S0512A		<a href="#">Edit</a> <a href="#">Delete</a>

**IUID Registry**

Role	Action
Legacy Submitter	<a href="#">Edit</a> <a href="#">Delete</a>

**EDA**

Role	Command / Service / Agency	Action
EDA Government	DFAS\TACOM-Warren (ARMY)	<a href="#">Edit</a> <a href="#">Delete</a>

**MIPR**

**+ Government User Roles**

Role	Location Code	Action
PR Submitter	S0512A	<a href="#">Edit</a> <a href="#">Delete</a>

**myInvoice**

Government User - Selected

**Justification**



## Registration – Agreement

### Wide Area Workflow

#### STATEMENT OF ACCOUNTABILITY

- (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e) (4) of this section shall be guilty of a misdemeanor and fined not more than \$5,000.
- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses may be found guilty in a court of law of a misdemeanor and fined not more than \$5,000.

- If you have any questions or comments about the information presented here, please contact the Service Desk.

#### User's Acknowledgement of Standard Agreement, Security and Privacy Training

By signing this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:

- I have read and consent to the terms in the Standard Mandatory Notice Consent Provision For All DoD Information System User Agreements (Standard Agreement Training).
- I have read and consent to the terms in the System Security Rules of Behavior (ROB)/Acceptable Use Policy (AUP) Training.
- I have read and consent to the terms in the Privacy Rules of Behavior (ROB)/Acceptable Use Policy (AUP) Training.
- I also agree to follow the standard agreement and these rules as a condition of being granted system access.

I understand that I may be subject to civil, criminal or administrative action for failure to follow the DoD Standard User Agreement, and the System Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) applicable to me.

#### Signature Date

2013/07/07

#### DoD Component/Office \*

DLA

I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature

Previous

Help



## Registration – Success

WideAreaWorkFlow  
e-Business

**You have successfully registered for the following applications.**

WAWF - Wide Area Workflow

IUID - IUID Registry

MIPR - Military Interdepartmental Purchase Request

EDA - Electronic Document Access

myInvoice

The approval request will go to the supervisor, security officer and an administrator.

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.

If you have any questions, please contact the Customer Support.

[Home](#)[Help](#)





## User – Registered but NOT Active

WideAreaWorkFlow  
e-BusinessStatus: **Inactive**

Logged in as: govtUser1010

✕ Logout

Welcome to Wide Area Work Flow e-Business Gateway

Select Option

Update Profile

Change Password

Change Security Questions

View Request Status

Update Justification

After registration, user can log into the e-business gateway where user can

- Update profile
- Change Password
- Change Security Questions
- View Request Status
- Update Justification

Update profile allows user to change Supervisor or Security officer if they are not responding.



## User – View Request Status

WideAreaWorkFlow  
e-Business

### Application Access Request Status

**Current Status : Waiting for Supervisor Approval**

Approval Status	Step Status	Action
Waiting for Supervisor Approval	In Process	 Resend Email
Waiting for Security Approval	Not Started	

Back

Help

This page displays status of the request. User has ability to resend email to Supervisor/Security Officer.



## Email to the registrants Supervisor

**From:** wawf@dla.mil  
**To:** john.doe@dla.mil  
**Sent:** Monday, September 2, 2013 9:31 PM  
**Subject:** Approve Access Request - Supervisor

Bill Gates has requested access to the following applications :

- UID
  - Legacy Submitted
- WAWF
  - Acceptor (FU4417
  - Inspector (S0512A
- MIPR
  - PR Submitter(S05
- EDA
  - EDA Government(
- myInvoice

- Supervisor clicks on this link to Approve/Deny Registration.
- This link expires in 72 hours.
- The application will capture the signature of the supervisor using the one time authentication token provided in the link.

Your approval as the supervisor is required.

You have 72 hours, at that point the link below will expire. If we get no response a follow up email will be sent to you with a new link.

If you do not respond to either this email or the follow up email, Bill Gate's request for access will be rejected.

Please click on the link below and follow the steps provided to approve or deny the request.

<https://wawf.eb.mil/portal/electrictSign?token=559&k2=9efac90ca98b4d35>



# Supervisor – Approve/Reject Application Request – Part I

## WideAreaWorkFlow e-Business

### Applicant Requesting Access

Bill Gates

795 Folsom Ave, Suite 600

San Francisco, CA 94107

P: (123) 456-7890

### Justification

I need access to the APIs for testing purpose.

#### IUID Application

Action	Role
<input checked="" type="radio"/> Approve <input type="radio"/> Reject	Inquiry Access

#### WAWF Application

Action	Role	Location Code/Ext.
<input checked="" type="radio"/> Approve <input type="radio"/> Reject	Acceptor	S0512A/HH20
<input type="radio"/> Approve <input checked="" type="radio"/> Reject	Inspector	FU4417

#### EDA Application

Action	Role	Command / Service / Agency
<input checked="" type="radio"/> Approve <input type="radio"/> Reject	EDA Government	DFAS/TACOM-Warren (ARMY)

#### MIPR Application

Action	Role	Location Code
<input checked="" type="radio"/> Approve <input type="radio"/> Reject	PR Submitter	S0512A

Supervisor does NOT have to be a registered WAWF user.



## Supervisor – Approve/Reject Application Request – Part II

**EDA Application**

Action	Role	Command / Service / Agency
<input checked="" type="radio"/> Approve <input type="radio"/> Reject	EDA Government	DFAS\TACOM-Warren (ARMY)

**MIPR Application**

Action	Role	Location Code
<input checked="" type="radio"/> Approve <input type="radio"/> Reject	PR Submitter	S0512A

**myInvoice**

Action	Access
<input checked="" type="radio"/> Approve <input type="radio"/> Reject	Government

**Additional Justification If Needed**  

☐ Check this box to indicate that you have read the user's justification for approval. Then click the Approve button to digitally sign this form. Or click Reject to notify the applicant that the request was denied.

**Submit**

Cancel

Help

Supervisor clicks 'Submit' after selecting 'Approve/Reject' for each application and role.



# Security Officer Email- Approve/Reject Application Request - Part I

## Design Review

WideAreaWorkFlow  
e-Business

### Security Approval/Denial for Application Request

Please review the applicant's information and enter the required security information and click the Approve button.

#### Applicant Requesting Access

Bill Gates

#### Justification

I need access to the APIs for testing purpose.

#### IUID Application

Action	Role
<input type="radio"/> Approve <input type="radio"/> Reject	Inquiry Access

#### EDA Application

Action	Role	Command / Service / Agency
<input type="radio"/> Approve <input type="radio"/> Reject	EDA Government	DFAS\TACOM-Warren (ARMY)

#### myInvoice

Action	Access
<input type="radio"/> Approve <input type="radio"/> Reject	Government

Security Officer does NOT have to be a registered WAWF user.

#### CACI, Inc.

795 Folsom Ave, Suite 600

San Francisco, CA 94107

P: (123) 456-7890

#### WAWF Application

Action	Role	Location Code/Ext.
<input type="radio"/> Approve <input type="radio"/> Reject	Acceptor	S0512A/HH20

#### MIPR Application

Action	Role	Location Code
<input type="radio"/> Approve <input type="radio"/> Reject	PR Submitter	S0512A

Only the roles approved by the Supervisor will be displayed to the Security Officer.



# Security Officer Email – Approve/Reject Application Request – Part II

Design Review

myInvoice

Action	Access
<input checked="" type="radio"/> Approve <input type="radio"/> Reject	Government

**Security Information**

First Name \*

DSN Phone

Investigation Complete Date \*

Last Name \*

Investigation Type \*

Investigation By (agency) \*

Phone \*

Additional Justification If Needed

☐ Check this box to indicate that you have read the users justification the Approve button to digitally sign this form. Or click Reject to notify the user that the request was denied. Then click

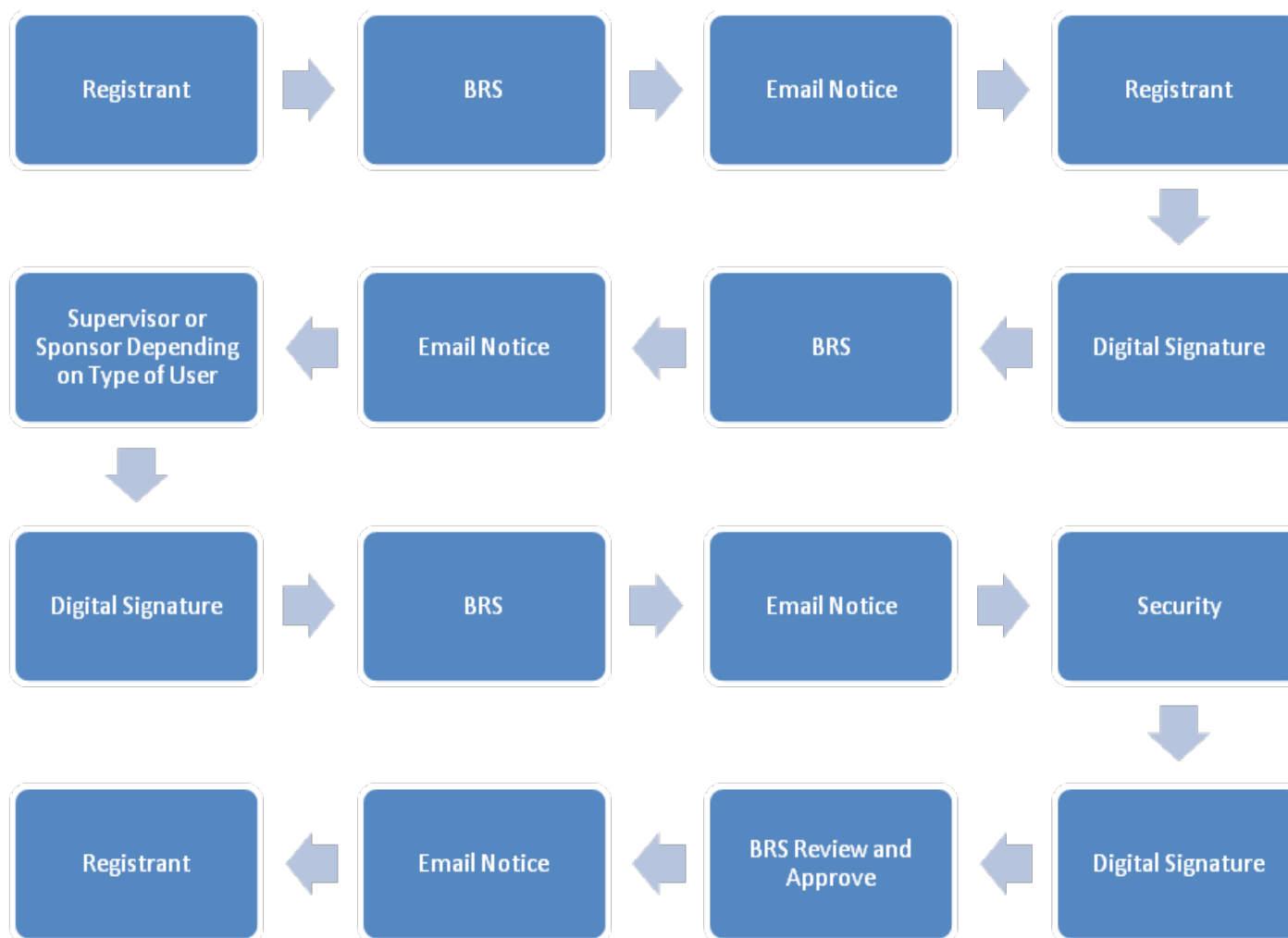
Submit Cancel Help

Security Officer is required to fill in this information





# Current BRS System Process Flow





# Wide Area Workflow e-Business Registration Flow



# Web Change - Pre-Logon - Choose One

Design Review

E-Business Portal Info

Login

Authentication Type

Certificate

✓ Login with your Certificate

Help

1

Wide Area Workflow

Login

New User

Help/Training

Certificate Login

Certificate Login

User ID Login

User ID \*

Password \*

Login

Forgot ID or Password?

2

Wide Area Workflow Login New User Help/Training

Certificate Login

Certificate Login

User ID Login

User ID \*

Password \*

Login

Forgot ID or Password?

3

Deleted



## Post Logon – Portal Landing Page

WideAreaWorkFlow  
e-Business

User

Help

Logged in as: [UserName]

Logout

Welcome to Wide Area Work Flow e-Business Gateway



Wide Area Workflow



myInvoice

Electronic Document  
Access OgdenElectronic Document  
Access ColumbusManagement Reporting  
System

COR Tracking Tool



IUID Registry



Military Interdepartmental

## System Messages

(2012-SEP-14) System:WAWF Subject: Availability Action Required! Critical! WAWF will be unavailable all day Saturday March 31, 2012 beginning at 1000 ET (0

(2012-SEP-13) System:EDA Subject: Outage Message For: All Users  
Please note that effective 1/21/11 all individual requesting [DFAS Pay Office View On](#) archived.

(2012-SEP-13) System:EDA Subject: Outage Message For: All Users  
Please note that effective 1/21/11 all individual requesting [DFAS Pay Office View On](#) archived.

Only application a user has  
been activated for will be  
displayed

Click on the appropriate  
application to open the  
application in a new browser  
tab/window.



# WAWF – after clicking WAWF ICON

## Wide Area Workflow 5.6.0

User ID : accept245

[Printer Friendly](#)[Government](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Welcome to Wide Area Workflow!  
Please start by selecting one of the button links from the menu above.

**Government and Government Support Contractor Messages**

(2012-SEP-14) System: **WAWF** Subject: **Availability Action Required! Critical! Message For: All Users**

WAWF will be unavailable all day Saturday March 31, 2012 beginning at 1000 ET (0800 MT), for scheduled maintenance. Please plan accordingly.

(2012-SEP-12) System: **EDA** Subject: **Outage Message For: All Users**

Electronic Document Access (EDA) will be unavailable beginning Friday, March 2 at 2200 MT. EDA should be restored by Monday, March 5 at 0600 MT. EDA pre-population will not be available to WAWF users during this scheduled downtime. Users will still be able to create documents but will have to manually enter data rather than utilizing the pre-population functionality.

(2012-SEP-12) System: **EDA** Subject: **Outage Message For: All Users**

Electronic Document Access (EDA) will be unavailable beginning Friday, March 2 at 2200 MT. EDA should be restored by Monday, March 5 at 0600 MT. EDA pre-population will not be available to WAWF users during this scheduled downtime. Users will still be able to create documents but will have to manually enter data rather than utilizing the pre-population functionality.

(2012-SEP-12) System: **EDA** Subject: **Outage Message For: All Users**

Electronic Document Access (EDA) will be unavailable beginning Friday, March 2 at 2200 MT. EDA should be restored by Monday, March 5 at 0600 MT. EDA pre-population will not be available to WAWF users during this scheduled downtime. Users will still be able to create documents but will have to manually enter data rather than utilizing the pre-population functionality.

WAWF Home Page will be updated to only display WAWF Information in the dropdown menu area. Will be updated to only display WAWF system message.

User menu will be moved to the portal landing page.

[Help](#)

Login Date : 2013/11/07 14:20:35 EST Last Accessed Date : 2013/11/07 14:20:35 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)



## Existing Users

- When an existing user updates user profile information, the application will give the user an option to kick off the DD2875 process (Modification Request). User will NOT be forced to kick off DD2875 Modification Process.
- The current functionality in Wide Area Workflow is to allow Group Admin or System Admin to update user profile and role information. **How does DD2875 Modification process work in that scenario? Do we want to prohibit Group Admin or System Admin from making changes to user profile and role information?**



# Annual Revalidation for Users

- The application will require users to revalidate their need to access yearly.
- The application will send out a reminder email to the users to revalidate user profile information.
- This process will be similar to the initial DD2875 process where it would require approval from Supervisor and Security Officer.
- User's access will be blocked if the revalidation is not complete within 30 days.



# WAWF – DD2875 View

Group	User	Role	Location	Document	Tables	History	Reports	Standard	Web	SYSUID	Misc.	Exploder	Portal	Exit					
WAWF Role Information																			
Roles Found: 6    Role Status: CURRENT																			
Item	UserId	First Name	Last Name▲	Role	Group Name	Location Code	Extension	Contract Number	Delivery Order	Contract Expiration Date	Registered	Active	Comment	Attach	DD 2875	DD 577	GAM Letter	Government Employee	Actions
1	lesleyGov	Lesley	Hays	Acceptor	HURLBURT	FU4417					2010/08/04	Y	Y	N	<a href="#">Review Required</a>			N	<a href="#">Add</a>   <a href="#">View</a>
2	lesleyGov	Lesley	Hays	Government Receiver	HURLBURT	FU4417					2010/11/02	Y	Y	N	<a href="#">Review Required</a>				<a href="#">Add</a>   <a href="#">View</a>
3	lesleyGov	Lesley	Hays	Government Receiver View Only	HURLBURT	FU4417					2010/11/02	Y	Y	N	<a href="#">Review Required</a>				<a href="#">Add</a>   <a href="#">View</a>
4	lesleyGov	Lesley	Hays	Inspector	HURLBURT	FU4417					2010/08/04	Y	Y	N	<a href="#">Review Required</a>				<a href="#">Add</a>   <a href="#">View</a>
5	lesleyGov	Lesley	Hays	Local Processing Office	HURLBURT	FU4417					2010/08/31	Y	Y	N	<a href="#">Review Required</a>	Review Required		N	<a href="#">Add</a>   <a href="#">View</a>
6	lesleyGov	Lesley	Hays	Local Processing Office Reviewer	HURLBURT	FU4417					2011/02/21	Y	Y	N	<a href="#">Review Required</a>				<a href="#">Add</a>   <a href="#">View</a>
10 ▼ <a href="#">Resize</a>																			
Data Table																			
6 items found, displaying 1 - 6.																			
<p>Click the 'Add' link in the Actions column to add a new role. Click the 'View' link in the Actions column to view comments and attachments for the role. Click the 'Activation' link to go to the role activation page. Click the 'Return' link to return to the previous page.</p> <p><a href="#">Activation</a>   <a href="#">Return</a></p>																			

1. Administrators will now have the ability to view the DD2875.





# WAWF - DD2875 View: Part 1

## 1. Part 1 of the DD2875.

### System Authorization Access Request (SAAR)

Authority: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.

Principal Purpose: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/pr paper form.

Routine Uses: None.

Disclosure: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

#### Type of Request

Date (YYYYMMDD)

☒ Initial    ☐ Modification    ☐ Deactivate    User ID \_\_\_\_\_

20130701

#### System Name (Platform or Applications)

Location (Physical Location of System)

WAWF

DISA DECC Ogden

#### Part 1 (To be completed by Requestor)

##### 1. Name (Last, First, Middle Initial)

##### 2. Organization

Hays, Lesley, B.

CACI, Inc

##### 3. Office Symbol/Department

##### 4. Phone (DSN or Commercial)

09D

904-867-5309

##### 5. Official E-Mail Address

##### 6. Job Title and Grade/Rank

wawf@caci.com

Software Developer

##### 7. Official Mailing Address

##### 8. Citizenship

##### 9. Designation of Person

50 N. Laura St. Jacksonville, FL 32202

☒ US    ☐ FN    ☐ Other

☐ Military    ☐ Civilian    ☒ Contractor

##### 10. IA Training and Awareness Certification Requirements (Complete as required for user or functional level access.)

☒ I have completed Annual Informaion Awareness Training

Date (YYYYMMDD) 2013/07/01

##### 11. User Signature

##### 12. Date

Lesley Hays

20130905



# WAWF - DD2875 View: Part 2

1. Part 2 of the DD2875.

Part 2: Endorsement of Access by Information Owner, Supervisor, or Government Sponsor  
(If individual is a contractor- provide company name, contract number, and date of contract expiration in Block 16.)

## 13. Justification for Access

Need access ASAP.

## 14. Type of Access Required:

☒ Authorized ☐ Privileged

## 15. User Requires Access to:

☒ Unclassified ☐ Classified (Specify category) ☐ Other

## 16. Verification of Need to Know

## 16a. Access Expiration Date (Contractors must specify Company Name, Contract Number, Expiration Date.)

I certify that this user requires access as requested

## 17. Supervisor Name

## 18. Supervisor Signature

## 19. Date (YYYYMMDD)

Bill Gates

Gates, B

20130805

## 20. Supervisor's Organization/Department

## 20a. Supervisor's Email Address

## 20b. Phone Number

Machinary

billgates@boeing.com

## 21. Signature of Information Owner

## 21a. Phone Number

## 21b. Date (YYYYMMDD)

## 22. Signature of IAO or Appointee

## 23. Organization Department

## 24. Phone Number

## 25. Date (YYYYMMDD)

## 26. Name (Last, First, Middle Initial)

## 27. Optional Information (Additional Information)

Contract Number:

Task Order:

Expiration Date



# WAWF - DD2875 View: Part 3

Part 3- Security Manager Validates the Background Investigation or Clearance Information

28. Type of Investigation	28a. Date of Investigation (YYYYMMDD)	
<input type="text"/>	<input type="text"/>	
28b. Clearance Level	28c. IT Level Designation	
<input type="text"/>	<input checked="" type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	
29. Verified By (Print Name)	30. Security Manager Telephone Number	31. Security Manager Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 4- Completion by Authorized Staff Preparing Account Information

Title:	System	Account Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Domain	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Server	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Application	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Directories	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Files	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Datasets	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Processed (YYYYMMDD)	Processed By	Date (YYYYMMDD)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Revalidated (YYYYMMDD)	Revalidated By	Date (YYYYMMDD)
<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Part 3 of the DD2875

1. Do we need to capture 28b or 28c?

2. We are not capturing the information under Part 4, do we need to display it?



# Transactional Database

## Changes

- Add the following fields to the USER\_PROFILES table
  - Citizenship
  - Designation
  - Annual IA Training Date
- Create a lookup table to store the list of the valid Citizenship values
- Create a lookup table to store the list of the valid Designation values
- Create a new table for Supervisor Information
  - First Name
  - Last Name
  - Title
  - Phone Number
  - DSN Number
  - Email Address
  - User Id
  - Create Date
  - Update Date



# Transactional Database Changes

- Create a new table for Agency Information
  - Agency Name
  - Address
  - City
  - State
  - Zip
  - Country
  - Official Symbol
  - Organization
  - User Id
  - Create Date
  - Update Date
- **Question:** On slide 7 there is a drop down for the Agency Name - Can we get this data from the BRS system?



# Transactional Database Changes

- Create a new table for the Security Officer Information
  - Security Email
  - User Id
  - Create Date
  - Update Date
- Create a new table for Company
  - Company Name
  - Address
  - City
  - State
  - Zip
  - Country
  - User Id
  - Create Date
  - Update Date





# Transactional Database Changes

- Create a new table for the Sponsor Data
  - Agency Name
  - Office Symbol
  - Organization
  - POC First Name
  - POC Last Name
  - POC Email Address
  - POC Phone Number
  - POC Fax Number
  - POC DSN Number
  - POC DSN Fax Number
  - Sponsor Address
  - Sponsor City
  - Sponsor State
  - Sponsor Country
  - Contract Number
  - Contract Expiration Date



# Transactional Database Changes

- Create the following new roles for the IUID registry registration:
  - IUID Help Administrator
  - IUID Group Administrator
  - General Purpose API Use – Government Users
  - General Purpose API Use – Vendors
  - IUID View Only (Inquiry)
  - Legacy Submitter
  - Contractor
- Create the following new roles for the MyInvoice registration:
  - MyInvoice Vendor
  - MyInvoice Government





# Transactional Database Changes

- Create the following new roles for the MIPR registration:
  - PR Admin
  - PR Initiator
  - PR Submitter
  - PR FM Reviewer
  - PR Financial Manager
  - PR Submission Approver
  - PR Acceptor Reviewer
  - PR Acceptor
  - PR View Only



# Transactional Database Changes

- Create a new table for IUID Access
  - User Id
  - Role Type (DCMA, Common Access API...)
  - Location Code
  - Location Type Code
  - Extension
  - Status
  - Create Date
  - Update Date
  - Comment Indicator
  - Attachment Indicator
  - Justification

**Question:** For UID Access do these users require to be signed up against a DoDAAC or CAGE code? If no, which roles do not require a DoDAAC or CAGE code?



# Transactional Database Changes

- Create a new table for MIPR Access
  - User Id
  - Role
  - Location Code
  - Location Type Code
  - Status
  - Create Date
  - Update Date
  - Comment Indicator
  - Attachment Indicator
  - Justification



# Transactional Database Changes

- Create a new table for MyInvoice Access
  - User Id
  - Role
  - Status
  - Create Date
  - Update Date
  - Comment Indicator
  - Attachment Indicator
  - Justification



# Transactional Database Changes

- Create a new table for MyInvoice Access
  - User Id
  - Role Type Government or Vendor
  - Status
  - Create Date
  - Update Date
  - Attachment In
  - Justification
- Create a new table for Security Officer/Clearance Information
  - First Name
  - Last Name
  - Phone Number
  - DSN Number
  - Investigation Type
  - Investigation Completion Date
  - Investigation By Agency



# Transactional Database Changes

- All users, IUID, MyInvoice, EDA and WAWF will be inactivated and archived under the DR 1053 functionality being implemented in 5.5
- Create a database utility to Block a user's access will if the revalidation is not complete within 30 days.



# Reporting Database Changes

- Add the following fields to the USER\_PROFILES table
  - Citizenship
  - Designation
  - Annual IA Training Date
- Create a lookup table to store the list of the valid Citizenship values
- Create a lookup table to store the list of the valid Designation values
- Create a new table for Supervisor Information
  - First Name
  - Last Name
  - Title
  - Phone Number
  - DSN Number
  - Email Address
  - User Id
  - Create Date
  - Update Date



# Reporting Database Changes

- Create a new table for Agency Information
  - Agency Name
  - Address
  - City
  - State
  - Zip
  - Country
  - Official Symbol
  - Organization
  - User Id
  - Create Date
  - Update Date





# Reporting Database Changes

- Create a new table for the Security Officer Information
  - Security Email
  - User Id
  - Create Date
  - Update Date
- Create a new table for Company
  - Company Name
  - Address
  - City
  - State
  - Zip
  - Country
  - User Id
  - Create Date
  - Update Date



# Reporting Database Changes

- Create a new table for the Sponsor Data
  - Agency Name
  - Office Symbol
  - Organization
  - POC First Name
  - POC Last Name
  - POC Email Address
  - POC Phone Number
  - POC Fax Number
  - POC DSN Number
  - POC DSN Fax Number
  - Sponsor Address
  - Sponsor City
  - Sponsor State
  - Sponsor Country
  - Contract Number
  - Contract Expiration Date



# Reporting Database Changes

- Create a new table for IUID Access
  - User Id
  - Role Type (DCMA, Common Access API...)
  - Location Code
  - Location Type Code
  - Extension
  - Status
  - Create Date
  - Update Date
  - Comment Indicator
  - Attachment Indicator
  - Justification



# Reporting Database Changes

- Create a new table for MIPR Access
  - User Id
  - Role
  - Location Code
  - Location Type Code
  - Status
  - Create Date
  - Update Date
  - Comment Indicator
  - Attachment Indicator
  - Justification



# Reporting Database Changes

- Create a new table for MyInvoice Access
  - User Id
  - Role
  - Status
  - Create Date
  - Update Date
  - Comment Indicator
  - Attachment Indicator
  - Justification



# Reporting Database Changes

- Create a new table for MyInvoice Access
  - User Id
  - Role Type Government or Vendor
  - Status
  - Create Date
  - Update Date
  - Attachment In
  - Justification
- Create a new table for Security Officer/Clearance Information
  - First Name
  - Last Name
  - Phone Number
  - DSN Number
  - Investigation Type
  - Investigation Completion Date
  - Investigation By Agency



# Reporting Database Changes

- Create a new table for IUID Access
  - User Id
  - Role Id
  - Location Code
  - Location Type Code
  - Extension
  - Status
  - Create Date
  - Update Date
  - Attachment In
  - Justification
- Create a new table for Supervisor Information
  - First Name
  - Last Name
  - Title
  - Phone Number
  - DSN Number
  - Email Address
  - User Id



# Reporting Database Changes

- Update the MRS ETL Processes Accordingly





Mobile Change

No Changes Required



## FTP - EDI Inbound

## Design Review

No Changes Required



## EDI - Outbound

## Design Review

No Changes Required



## EDI IC Changes

## Design Review

No Changes Required



## EDI/FTP Guide Updates

## Design Review

No Changes Required

# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

